



	<b>No. 18-02</b>
<b>Subject:</b> 2017-18 Year-End Training-Session II	<b>Date Issued:</b> 02/23/18
<b>References:</b> CALSTARS Procedures Manual Volume 7	<b>Expires:</b> 06/30/18

### **PURPOSE:**

To provide departments the 2017-18 year-end training schedule for Session II-Year-End Reports Preparation.

**NOTE:** The class schedule for Session I-Year-End Planning and Preparation was issued in COM 18-01 on February 16, 2018.

### **BACKGROUND:**

Each year, the Department of Finance (CALSTARS) provides year-end training for accounting personnel who are responsible for planning the year-end process and preparing or reviewing year-end financial reports. This training is designed to discuss State Administrative Manual requirements and any changes to the State Controller's year-end requirements, review CALSTARS year-end closing instructions and increase awareness of the timing, duration and sequence of steps necessary to meet the filing deadlines for year-end reports.

Session II is designed for staff who prepare or review year-end financial reports. These sessions are not designed for individuals who are only responsible for recording accruals. Staff should carefully evaluate their level of experience and their anticipated participation in the year-end reporting process in order to select the section that will most closely meet their training needs. Refer to the class descriptions for details about the classes.

### **POLICY:**

#### **Department Participant Limit:**

Departments are limited to four participants in each class. Priority should be given to staff with direct responsibility for preparing or reviewing year-end financial reports. Participants will be registered in the order received, up to the department participation limit.

### **REGISTRATION:**

Online registration is available on the CALSTARS' Internet site for current CALSTARS departments at: [http://www.dof.ca.gov/Accounting/CALSTARS/CALSTARS\\_Training/](http://www.dof.ca.gov/Accounting/CALSTARS/CALSTARS_Training/). All sections of the online registration, including the participant's e-mail address, must be complete. Incomplete registration may be rejected. All participants in CALSTARS Training must register in advance.

**Priority will be given to staff of current CALSTARS departments.** Other departments may be added based on availability and must submit a CALSTARS Training Registration form (CALSTARS 102). **Please include your e-mail address and the number of years experience you have preparing year-end reports.** The form is available on the

CALSTARS' Internet site at:

[http://www.dof.ca.gov/Accounting/CALSTARS/User\\_Procedures/CALSTARS\\_Forms/](http://www.dof.ca.gov/Accounting/CALSTARS/User_Procedures/CALSTARS_Forms/).

Participants must submit the form 14 calendar days before the first day of the class. You may send the completed form via email to [caltrng@dof.ca.gov](mailto:caltrng@dof.ca.gov).

**NOTE:** It is recommended that participants register 25 calendar days before the first day of class to avoid late registration.

A "welcome" letter is sent via e-mail to the participant at least 14 calendar days before the first day of class with details about the location, times and required class materials. Participants who have been notified of enrollment, but do not receive a "welcome" letter 7 days prior to the scheduled class, should contact the Training Registrar.

#### Substitutions:

A department may send a substitute if the registered participant is unable to attend. Substitute attendees must submit a completed CALSTARS 102 form and must meet all class prerequisites. Whenever possible, notify CALSTARS of any substitutions before the first day of class. The registered participant should give the "welcome" letter and/or any required training materials to the substitute prior to class.

#### Cancellations/No-Shows:

The CALSTARS Training Registrar should be notified immediately if a registered participant must cancel a class. A notice of cancellation will be accepted without penalty if received more than 5 calendar days prior to the first day of class.

Late cancellations (received 5 calendar days or less before the first day of class) or no-shows for reasons other than illness or emergencies will be charged \$100 per each day of class missed per participant. Penalty charges will be invoiced and sent to the department's accounting office.

#### Tuition:

There is no direct cost to departments for attending year-end classes. Training costs (staff costs, operating expenses and indirect costs) are financed through CALSTARS. Departments are responsible for any travel and per diem expenses associated with training.

#### Reasonable Accommodations:

Departments are responsible for providing and paying any costs for reasonable accommodation for their employees with disabilities. Please describe any disabilities that may affect the registrant's participation in the class by filling out the reasonable accommodation comment box in the online training registration form.

**ACTION REQUIRED BY ALL DEPARTMENTS:**

1. Review the attached class descriptions and dates offered. Decide who needs training and which classes are appropriate. Limit participants to those with direct responsibilities for preparing or reviewing the year-end financial reports.
2. Check the CALSTARS' Internet site at:  
[http://www.dof.ca.gov/Accounting/CALSTARS/CALSTARS\\_Training/](http://www.dof.ca.gov/Accounting/CALSTARS/CALSTARS_Training/) for available classes and to register online.

For questions or assistance with registration, please contact the CALSTARS Training Registrar:

Cindy Chastain at (916) 445-0211, extension 2110, e-mail [cindy.chastain@dof.ca.gov](mailto:cindy.chastain@dof.ca.gov).

/s/Larry Satter

Larry Satter  
Assistant Program Budget Manager

Attachment

## 2017-18 Year-End Training

### Session II–Year-End Report Preparation

**WHAT/WHO:** Session II provides instruction on preparing year-end financial reports. It is available in one-day, two-day and three-day classes. Session II is designed only for staff who prepare or review the year-end financial reports. It is **not** designed for staff that is only responsible for recording accruals.

- The **one-day class** covers the automated year-end financial report process, reviews the requirements for participation and the steps involved in preparing and submitting automated year-end financial reports. It includes a detailed review of the CALSTARS DB3 report and an exercise. The class reviews the standard year-end processes such as year-end adjusting entries, FM 13 processing, non-governmental cost fund reports, and YEC/YEO. **This class is designed for staff of ongoing automated year-end participants\*.**

*\* Ongoing automated participants are departments that participated in the auto year-end process last fiscal year and successfully transmitted at least one governmental cost fund or received a "No Data to Transmit" message on the F.2 Screen.*

- The **two-day class** reviews the steps involved in preparing year-end financial reports from FM 13 activities through year-end closing and new year activities. This class includes exercises to complete a practice set of manual year-end financial reports. Some of the year-end report exercises will be completed using pre-formatted Excel spreadsheets, so students registering for the class must be familiar with Excel. It also includes a review of the requirements for participation and the steps involved in preparing and submitting automated year-end financial reports, including a review of the CALSTARS DB3 report and an exercise demonstrating the use of automated year-end transaction codes (TCs). **This class is recommended for staff with 3 or more years of experience preparing and/or reviewing year-end financial reports.**
- The **three-day class** covers the same material as the two-day class, but more time is allowed to explain each step in the year-end closing process and to complete the exercises included in the practice set. Some of the year-end report exercises will be completed using pre-formatted Excel spreadsheets, so students registering for classes must be comfortable using Excel. It also includes a review of the requirements for participation and the steps involved in preparing and submitting automated year-end financial reports, including a review of the CALSTARS DB3 report and an exercise demonstrating the use of automated year-end TCs. **This class is recommended for staff with less than 3 years of experience preparing year-end financial reports.**

## 2017-18 Year-End Training Session II–Year-End Report Preparation (continued)

**METHODOLOGY:** This class reviews year-end financial report preparation, using CALSTARS Procedures Manual, Volume 7, Chapters 2 – 7. The 2 and 3 day classes include exercises to complete adjusting entries and a practice set of manual year-end financial reports. Some of the year-end report exercises will be completed using pre-formatted Excel spreadsheets (except at out-of-town locations). Registrants for Sacramento classes should be comfortable using Excel.

**WHERE:** Department of Finance, Basement (Cypress A) Training Room  
915 L Street, Sacramento, CA 95814

**WHEN:**

One-Day Classes 8:30 a.m. to 4:30 p.m.		Two-Day Classes 8:30 a.m. to 4:30 p.m.	
Section #	Dates	Section #	Dates
1	May 01	1	April 26 – 27
		2	May 03 – 04

Three-Day Classes 8:30 a.m. to 4:30 p.m.	
Section #	Dates
1	April 11 – 13
2	April 18 – 20

**OTHER CLASS LOCATIONS:** Department of Industrial Relations  
455 Golden Gate Avenue, San Francisco, CA 94102

Section #	Dates
1	May 10